



Public Health - Professional Advisory Group General Membership



Meeting Minutes

Meeting Date: 10 July 2014
Meeting Time: 1300-1400 EDT
Meeting Facilitator: CDR Christye Brown
Minutes Issued By: CDR Leslie Hausman

Voting Members

| Rank | First | Last | PHPAG Membership Role | Attendance |
|------|-----------|-----------------|----------------------------------|------------|
| CDR | Christye | Brown | Chair | X |
| CDR | Melanie | Ross | Chair - Elect | X |
| CDR | Leslie | Hausman | Executive Secretary | X |
| CDR | Tiffany | Edmonds | Senior Advisor | Absent |
| CDR | Letia | Boseman | Chair - Policy | Excused |
| CDR | Idongesit | Essiet-Gibson | Voting Member | Excused |
| CDR | LaJeana | Howie | Chair - Career Development | X |
| CDR | Donna | Philips | Co-Chair - Career Development | X |
| CDR | Matthew | Weinburke | Chair - Awards | Excused |
| LCDR | Sara | Azimi-Bolourian | Co-Chair - Awards | Excused |
| LCDR | Elizabeth | Garza | Chair - Generalist/Global Health | X |
| LCDR | Keisha | Johnson | Chair - Mentoring | Absent |
| LCDR | Nisha | Oatman Antoine | Chair - Communications | X |
| LCDR | Dina | Passman | Chair - EpiC | X |
| LCDR | Andrea | Peay | Chair - Membership | X |
| LCDR | Monique | Salter | Co-Chair - Communications | Excused |
| LCDR | Paula | Washington | Voting Member | Absent |
| LCDR | Margaret | Whittaker-Caulk | Chair - Health Promotion | X |
| LT | Christian | Bullock | Co-Chair - Membership | X |

Acting Chairs

| Rank | First | Last | PHPAG Committee Role | Attendance |
|------|-----------|-----------|------------------------------|------------|
| LCDR | Jonathan | Kwan | Acting Chair - EpiC | X |
| LT | Stephanie | Briguglio | Acting Chair - Global Health | X |
| LCDR | Tanya | Grandison | Co-Chair - Mentoring | X |

Call to Order

CDR Christye Brown called the meeting to order at 1302 EDT

Roll Call: Voting Members & Committee Chairs/Co-Chairs

CDR Leslie Hausman

Old Business

Voting membership approved May General Membership Meeting Minutes.

Committee Reports

Awards

Reported by: CDR Leslie Hausman

1. New or ongoing items that the committee is working on
 - Committee received feedback from the PHPAG chair on our SOP and we have incorporated the comments into the document.
 - Our subcommittee's work on creating a new PHPAG award targeting junior officers is still in progress. We are planning to submit the proposal to create a new Junior Officer Excellence in Leadership Award to the PHPAG Chair and voting members by July 30th.
 - Our next committee meeting is scheduled for August 14th at 12:30pm.
2. Accomplishments since the last PHPAG General Membership meeting
 - The second draft of the new award position paper has been completed and is currently being reviewed by the subcommittee chairs. The final draft will be sent out to the subcommittee members for review and comments before submission to the PHPAG Chair on July 30th.

Career Development

Reported by: LCDR LaJeana Howie

1. New or ongoing items that the committee is working on
 - Coaching on Demand, CDR Charlene Majersky (Lead)
 - CDR Majersky is working with CDR Brown to solidify a date for training of coaches and the final date for the activity.
 - CDR Majersky is waiting for feedback on the subcommittee responsibilities' proposal
 - Promotions Process Webinar, LCDR Karen Chaves (Lead)
 - LCDR Philips reported the committee is considering doing a supplemental promotions webinar.
 - Brown Bag: A Career Development Opportunity, LCDR LaJeana Howie & CDR Letia Boseman
 - This is a joint activity with the Policy subcommittee. There are three officers who will speak about their experience on details between HHS agencies and CDR Bailey from DCCPR will speak about the Individual Detail Program. The Brown Bag will take place on August 26, from 12-1pm.
 - Brown Bag: Commissioned Officers Duties, LCDR Michael Ahmadi (Lead)
 - LCDR Ahmadi reported that the committee drafted an outline of talking points for the session. LCDR Ahmadi and LT Albrecht will provide the date for the activity at the next meeting.
 - CEU Resource Guide, LT Charlotte Kabore (Lead)
 - Committee received and incorporated comments from the Executive Committee. The Guide has been forwarded to the Executive Committee for review. The committee is currently working on incorporating the second round of comments.

Communications

Reported by: LCDR Nisha Oatman Antoine

1. New or ongoing items that the committee is working on
 - The new PHPAG coins were sold at the PHPAG social and at the HSO Booth during the symposium.
 - 24 coins were sold.
 - Coins have been mailed out to the 2013 VM for their donations.
 - Working on marketing the coin and developing a webpage on HSO website.
 - New announcements format to launch this Friday, July 11, 2014.
 - Please send us website updates. Requests will be submitted on July 14, 2014.
 - Subcommittee meets every first Monday of the month at 10 am.

Membership

Reported by: LCDR Andrea Peay

1. New or ongoing items that the committee is working on

- Working on reviewing and revising the voting membership scoring criteria. In particular, to provide clearer instructions to applicants on what to include in the narrative. This will help the applicant as well as those scoring the applicants. More information will be provided about the voting membership applications.

2. Accomplishments since the last PHPAG General Membership meeting

- In April the membership committee sat in on a call with the HSPAC Recruitment and Retention committee concerning the Health Services Assignment Assistance Program (HSAAP). The program will be utilizing available resources from the PAGs to help connect officers to suitable positions (ex. Peer-to Peer Networking).
- The membership committee met on July 9, 2014. We discussed and finalized the membership SOP. The draft was submitted to the executive committee for review. We also discussed changes to the voting membership applications.

Mentoring

Reported by: LCDR Keisha Johnson

1. New or ongoing items that the committee is working on

- Creating a welcome letter with information on the Peer-to-Peer Program for incoming Officers at OBC. Target deadline of completion is mid-September.
- Post the “HSO Peer-to-Peer networking” message on the monthly HSO and JOAG listserves. Present on regularly scheduled JOAG calls.
- Networking Survey/Report-idea to increase response rate. Officers can download certificate via link at the end of the survey.
- Last meeting was June 27th. Next meeting is July 25th 10am

2. Accomplishments since the last PHPAG General Membership meeting

- Status of the Peer-to-Peer networking Program
 - 44 officers have been matched [CDR (6), LCDR (18), LT (20),
 - 23 Officers waiting to be matched [CDR (3), LCDR (10), LT (6), LTJG (1)]
 - Applications received [December 2013 (2), January 2014 (3), March 2014 (1), April 2014 (2) and no applications received in May and June 2014]
- Created and distributed a Peer-to-Peer Networking flyer for the COF conference. Flyer was approved by the HSPAC and PHPAG leadership.
- Committee is now offering officers the possibility of matching in groups of 3 to decrease the waitlist.

Public Health Track Committee Reports

Epidemiology (EpiC)

Reported by: LCDR Jonathan Kwan

1. New or ongoing items that the committee is working on

- The July 16 brown bag on disaster epidemiology has been postponed. The speakers are currently deployed on the Unaccompanied Children Mission along the SW border of the US. A new date is being coordinated.

- EpiC is working to develop a second brown bag on MERS. We are in the early phase of gathering information and potential speakers. We will keep PHPAG leadership informed of the dates for both brown bags.
- The PHPAG Generalist Group has offered EpiC an opportunity to collaborate on a geo tracking public health community outreach project. We are in communication and able to assist where needed.

2. Accomplishments since the last PHPAG General Membership meeting

- The Epidemiology Session at this year's USPHS Scientific and Training Symposium that many EpiC members assisted with went very well and received positive feedback overall. RADM Giberson was the keynote speaker at this symposium. EpiC members helped to review and select presentations based on submitted abstracts, as well as widely advertised the symposium to the other PACs/PAGs through EpiC's LNOs.
- EpiC Co-Chair LT Niketta Womack has been promoted to LCDR.
- LCDR Kashif Iqbal has been promoted to CDR.

Generalist

Reported by: LCDR Elizabeth Garza

1. New or ongoing items that the committee is working on

- Public Health and Healthcare Administration PAGs Present: Success Stories: Project Officer Lessons Learned
 - **Date:** Wednesday, August 13, 2014
 - **Time:** 1200-1300 EST
 - *This presentation will highlight the role assumed by many USPHS Public Health Officers, "Project Officer", and how Commissioned Corps Officers have been able to utilize these positions to achieve success in their careers.*
- Planning a Brownbag on "Clinical to Administrative: How to Make that Career Transition", working to set a date with RADM Clara Cobb (Regional Health Administrator for Region IV)
- Working with the EpiC Track on a collaborative opportunity to develop public health stats (geo tracking) of the DC metro area to serve as a foundation for a public health community engagement activity. Our plan is to provide Officers additional opportunities to work within our communities to present HHS's public health campaigns (i.e. National Prevention Strategy, Tobacco-Free Living, Let's Move, SG's Walking Initiative, etc.); however, in order to determine a target audience, we need to identify the most vulnerable areas within the DC metro area.
- Next meeting: July 16th, 1400-1500 EST. We are always looking for new enthusiastic officers to join us!

2. Accomplishments since the last PHPAG General Membership meeting

- Had two successful roundtable presentation's during the HSO Category Day at last month's USPHS Scientific and Training Symposium
 - CAPT Austin & CDR Maycock: "Scoring that first international assignment: how two HSOs did it"
 - LT Rose-Wood: "An Introduction to the Global Health Work of HHS"
- Continue to work on our Generalist Track Google site which will host various documents such as our agendas, meeting minutes, and other resources. We are also looking at setting up a calendar function as well as a project tracker function so our members can view the various activities and status of each.
- We submitted a short article that was accepted for publication in the next edition of the JOAG Journal titled *Deployment Opportunities for 'Public Health Generalists'* based on highlights from the November 2013 Brownbag. We are also looking to publish a more in-depth article in COA's Frontline.

Global Health

Reported by: LT Stephanie Briguglio

1. New or ongoing items that the committee is working on

- Continuing to work on a global health opportunities for PHS HSO officers' document. This document is circulating through our group to officers at various duty stations.
- CAPT Michael Schmoyer has graciously agreed to give a presentation on the basics of the Global Health Security Agenda. We are working with him to finalize a date and venue for the presentation.

2. Accomplishments since the last PHPAG General Membership meeting

- Mission, goals & objectives one-page file finalized and available for distribution. Available at our GHT Website.
- COA Roundtable was a success. Our mission/objectives statement was distributed and we had six attendees at our roundtable.

Health Promotion/Health Education (HPHE)

Reported by: LCDR Margaret Whittaker-Caulk

1. New or ongoing items that the committee is working on

- Presentation by CDR Misty Rios on the Surgeon General's Walking Initiative within the Bureau of Prisons. Discussion covered how the program was initiated, piloted, and implemented across multiple institutions and facility types (i.e. high rise prisons, penitentiaries, etc.).
- Nikki Haney will be presenting this month on her program promoting health programs in rural Oklahoma, both with the prison population and also with other officers and civilians residing in rural Oklahoma.

2. Accomplishments since the last PHPAG General Membership meeting

- Attended the June OBC Open House (though the class roster did not include a large number of HSOs)
- Had several members collect information on signing up for the listserve
- Continue to have new members join the HPHE workgroup

Policy

Reported by: CDR Leslie Hausman

1. New or ongoing items that the committee is working on

- Monthly meeting: met on June 17, 2014; next meeting is Tuesday 29, 2014
- Committee will complete the following this year
 - Submit a policy article in August for the newsletter
 - Work with PHPAG Career Development to present below webinars
 - A Career Development Opportunity, Tuesday, August 26 from 12- 1 p.m. (Eastern)
 - Vulnerable populations, week of October 13, 2014
 - Policy 101, in November

2. Accomplishments since the last PHPAG General Membership meeting

- Conducted a policy roundtable during the COF Conference's HSO category day
- Donated a policy book to the HSO booth; which will be a raffle prize during the 2015 conference.
- Ten people participated in the roundtable. Each participant completed evaluation, feedback received was positive.

New Business

Notes from the PHAPG Chair, CDR Christie Brown

1. CDR Brown congratulated everyone who was promoted. Officers are to send an email to notify CDR Hausman of their new rank.
2. Our PHPAG Social had a wonderful attendance, with approximately 20 Officers
3. CDR Hausman was honored with the PHPAG Excellence in Leadership Award
4. CDR Brown thanked both the Awards Committee and Social Committee for all the work they did in preparation of the conference
5. CDR Brown is looking forward to next year's COF conference in Atlanta.
6. We've accomplished a lot this past year and have a lot more to do. Several webinars were held between February and June, with several other activities scheduled from August through October.
7. Please keep your Chairs updated on your activities so they can be added to the calendar. The calendar is used to populate our newsletter and to update the HS-PAC.
8. There will be 7-8 vacancies for Voting Members this upcoming fall.

Open Forum

Unaccompanied Minors Mission, LCDR Margaret Whittaker-Caulk, LT Stephanie Briguglio

Both LCDR Whittaker-Caulk and Briguglio just returned from a two-week deployment to the Arizona Border Patrol Station. Upon arrival approximately 1200 minors were in need of processing. Most had travelled to the US border with cousins or siblings. Individuals had travelled from El Salvador, Honduras, Guatemala, Ecuador, Peru, Romania and India. The Public Health Service officers provided medical screenings, behavioral health screenings, and gave children immunizations so they could be moved to Department of Defense facilities.

Both officers shared that they had a wonderful experience. The one suggestion for Officers deploying to support this mission was to pre-treat uniforms with the pesticide permethrin, to prevent scabies and lice infestations. This treatment should be applied directly to uniforms, NOT ON SKIN, and then let the uniforms dry. PPE is recommended while applying the insecticide. For more information please feel free to contact LCDR Margaret Caulk for more information (Margaret.whittaker-caulk@fda.hhs.gov)

Meeting Adjourned: CDR Brown adjourned meeting at 1352 EDT.